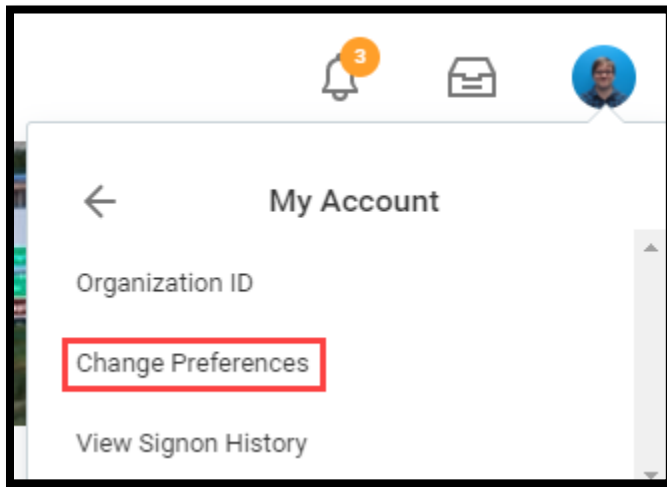


UPDATING YOUR OUTLOOK EMAIL AND MOBILE PREFERENCES

1. Click on your **Profile Picture**.
2. Select **My Account**
3. Select **Change Preferences**



4. If you scroll to the bottom of the page you will see where you can update your Outlook Email and Mobile notifications. There are many different notifications you can turn on and off. All email and mobile notifications will be set to immediate until you change them.
 - a. **Email** – For email notifications there are three settings; Immediately, Daily, or Mute. This allows you to select the frequency of emails for the different notification types.
 - b. **Mobile** – If you have the mobile app downloaded you have the option to have immediate push notifications or muting the notifications you do not want to see.



Note: Most users will only need to focus on the Parent Notification Types for alerts and business processes. The other notification types are for Fin or administrators.

